

**Supplemental Application Form****1. Tentative Map Checklist**

All subdivisions shall require the submittal of tentative map in a manner acceptable to the Department of Community Development and shall be prepared by a registered Civil Engineer or licensed Land Surveyor. The subdivider shall submit 10 copies of the tentative map. The tentative map shall be clearly and legibly drawn on one sheet and shall contain not less than the following:

- ☐ Title
- ☐ Name, address, and phone number of legal owner subdivider and agent
- ☐ Date, north arrow, scale, contour interval
- ☐ Existing and proposed land use
- ☐ Vicinity Map
- ☐ Existing topography to 25 feet beyond boundary (contour lines)
- ☐ Trees, including type, size, and those that are planned to be removed
- ☐ Location and size of all existing structures
- ☐ The approximate location of all areas subject to inundation and location direction of flow of any watercourses
- ☐ Location, width, grade, and name of existing streets
- ☐ Location, width and identity of all easements of record
- ☐ Location of sewer, water, storm drains, telephone, power, gas and cable T.V. facilities
- ☐ Improvements proposed
- ☐ Grading
- ☐ Lot layout and areas proposed
- ☐ Easements proposed – location, width and purpose

**2. Preliminary Title Report**

A preliminary title report within six (6) months of age and prepared by a Title Company shall be submitted. The report shall identify the ownership of the properties, legal description for land being subdivided and all easements and encumbrances that affect said land.

**3. Preliminary Soils Report and Engineering Geology/Seismic Report**

A preliminary soils report prepared in accordance with Chapter 70 of the Uniform Building Code shall be submitted. Note a soils report may be waived for subdivisions creating four or fewer parcels based on a site inspection by the Chief Building Official. If the subdivision lies within a “medium risk” or “high risk” geological hazard area, a preliminary Engineering Geology and/or Seismic Safety Report shall be required.